

**MICHIGAN DOMESTIC VIOLENCE PREVENTION
AND TREATMENT BOARD**

**MEETING MINUTES
May 7, 2003**

***** APPROVED – DECEMBER 8, 2003 *****

Members Present:

James A. Fink, Chair
Ferne Farber
Shirley Mann Gray
The Honorable Darnell Jackson
Catherine Christ Lucas
Michelle Hayes

Members Absent:

The Honorable Edward Sosnick

Staff Present:

Debi Cain, Executive Director
Michelle Bynum
Celestine Colton
Carol Hackett Garagiola
Shelia Hankins

Sarah Heuser
Mary Lovik
Julie Lyons
Carri Phillips
Karen Porter

Guests:

Larry Hermen - Centerboard Associates
Michelle Hernandez – Michigan State Police
Valerie Hoffman - Underground Railroad, Saginaw
Mary Keefe - MCADSV
Candy Mattson – Thumb Area Assault Crisis Center, Caro
Julie Ramsey – Little River Band of Odawa Indians
Herb Tanner – Prosecuting Attorneys Assoc. of Michigan
Gloria Woods – Underground Railroad, Saginaw

Welcome and Introductions

The May 7, 2003 Michigan Domestic Violence Prevention and Treatment Board (MDVPTB) meeting at the Grand Tower, Lansing, MI, convened at 1:30 p.m. Introductions were made and a welcome extended to guests.

BOARD CONSENT

Review of agenda and approval of February 7, 2003 board meeting minutes.

MOTION: Moved by C. Lucas to approve the May 7, 2003 agenda and meeting minutes from February 7, 2003. Seconded by S. Mann Gray. Motion carried.

CHAIR'S REPORT

J. Fink announced that the 25th Anniversary Legislative Reception was held at noon today at the capital. The reception was well attended by representatives from all branches of government.

This year's board retreat will be held September 25-26 in St. Ignace.

The FIA has developed an immersion process in which each department and program has formed a group to look at their program practices, mission, and other aspects of their program. The MDVPTB convened their first meeting on April 30 and they'll be presenting to the FIA Executive Council on June 3. Shirley Mann Gray and Cathy Lucas will represent the board.

The Governance Process: Board Members Code of Conduct

J. Fink asked if there were any suggested changes to the policy. D. Cain, Executive Director, was asked if she thought there had been any violations to the policy.

There were no suggested changes or violations to the policy, so no action was necessary.

Board-Staff Relationship: Executive Director Role; Delegation to the Executive Director; Executive Director Job Description; Monitoring Executive Performance

J. Fink asked if there were any suggested changes to the policies.

There were no comments or suggested changes to any of the policies, so no action was necessary.

MONITORING TO ASSURE ORGANIZATIONAL PERFORMANCE

Executive Limitations: Asset Protection

D. Cain summarized her report. She emphasized the section regarding not endangering the organization's public image or credibility. This is a focus area to bring recognition to the board and to be proactive in promoting activities of the board.

Executive Limitations: Financial Condition

D. Cain noted that the board is always kept apprised of changing financial conditions. She noted from the report that the general fund allocation was reduced by \$50,000, which is the 5% cut that every general fund across state government has received. Also, the Department of Community Health funds that we receive for rape programs will be reduced by \$11,000 - \$12,000.

D. Cain also noted that under policy item #4 regarding potential grant allocations to achieve the Ends Statements, we have been successful in receiving three federal demonstration grants; Safe Havens; Grants to Encourage Arrest; and the Dating Violence Prevention project.

Executive Limitations: Emergency Executive Director Succession

D. Cain suggested a change in the policy to reflect the current FIA structure. She proposed changing the second paragraph of the policy language to read "The Executive Director shall not fail to coordinate with the FIA Deputy Director of Service Delivery to designate staff members."

J. Fink concurred with the recommendation, stating that the policy should reflect the current reporting status.

MOTION: Moved by C. Lucas to change the policy language to reflect the current reporting status. Seconded by S. Mann Gray. Motion carried.

Follow-up on Assurance of Quality

At a previous meeting, D. Cain asked for clarification on the Assurance of Quality executive policy with a question related to making policy governance apply to monitoring. As a result, K. Porter and L. Hermen have looked into this issue and presented their findings.

L. Hermen discussed a document he distributed to board members regarding using the principles of policy governance as MDVPTB management tools, and identified two principles. As the state quality assurance standards are written, they contain language that actually represent the programmatic and ethical concerns of the board. Also, the local program boards are the official legal entities accountable for everything that occurs in its programs. Applying these two principles to management could strengthen the communications and accountability link directly with local boards; sections of the QA Standards could be used by local boards to create their own policies, resulting monitoring practices and judgement on degree of compliance; and the board may accept written local program board reports of compliance with documentation in place of on-site audits. L. Hermen suggested that at some point a desk audit could possibly replace or supplement the on-site audits that are currently being completed. The long-term benefits stated in the document were discussed. K. Porter suggested setting up a small work group to review the next steps, as the quality assurance site visits will be completed in the summer of 2004. Further discussion ensued.

Federal Grant Projects Update

S. Hankins provided an update on the Safe Havens Supervised Visitation and Safe Exchange grant.

S. Heuser provided an update on the Health and Human Services grant regarding the public service announcements for movie theaters in four different Michigan communities.

C. Hackett Garagiola provided an update on the Grants to Encourage Arrest grant.

EXECUTIVE DIRECTOR'S REPORT – GENERAL OVERVIEW OF WORK TO DATE

D. Cain referenced the new Report to Michigan in the board member packets. This replaces the old version.

D. Cain remarked that for the past five years there has been an invitational golf outing called the Capital Women's Classic which is planned by and held for women legislators and policy makers in state government. This year the funds raised will be designated to benefit domestic violence, and \$5,000 - \$10,000 will be donated to the Resource Center to purchase new books and videos.

M. Lovik referenced a legislative memo she distributed, which is an update of legislation she is tracking.

M. Lovik provided an update on the Immersion project, which is a strategic planning process for FIA. Every line of service within FIA is doing an immersion review and looking in-depth at what services are provided. There are three main questions all lines of service are being asked to address: Who are we now? Where do we want to go? How will we get there? The MDVPTB office is going through this assessment by looking at

where our line of service intersects with other lines of service within the FIA, at both a local and state level. The MDVPTB immersion group consists of 35 people and the presentation to the FIA Executive Council is scheduled for June 3, 2003.

PUBLIC COMMENT

There was no public comment.

PROCESS EVALUATION

F. Farber said the 25th anniversary celebration was great. She thanked everyone for their hard work.

M. Hayes thanked everyone for their thorough work.

L. Hermen showcased the board by displaying the latest issue of the Board Leadership publication, which references the work of the MDVPTB.

S. Mann Gray said it was a wonderful meeting with time well spent.

ADJOURNMENT

The meeting was adjourned at 3:55 p.m.

MOTION: Moved by F. Farber to adjourn the meeting. Seconded by M. Hayes. Motion carried.

Future Meeting Dates

The next MDVPTB meeting will be held on **Friday, September 26, 2003** in St. Ignace.

Documents referenced in these minutes may be obtained from Carri Phillips, MDVPTB. She can be reached at (517) 335-6388.

The **WEBPAGE** for the MDVPTB is located at:

http://www.michigan.gov/fia/1,1607,7-124-5460_7261---,00.html.

Respectfully submitted,
Carri Phillips